IVYLAND BOROUGH
INSTRUCTIONS, CONTRACT SPECIFICATIONS, AND PROPOSAL
FORM 2026-2028 SNOW REMOVAL AND GROUNDSKEEPING

INSTRUCTIONS TO BIDDERS

A. SCOPE OF WORK

Ivyland Borough is seeking a contractor to provide snow and ice removal from public streets and municipally owned locations; and grass cutting, garden planting, leaf removal and grounds maintenance for public areas within the Borough. The term of the contract will begin on the date of the contract between the successful bidder and the Borough end on November 14, 2028, with an option for one two-year renewal. The Scope of work is more specifically set forth in the applicable contract specifications.

B. SPECIFICATIONS AND DOCUMENTS

Bidders are advised to examine the Contract Specifications describing the proposed work and make their own judgments with respect to the circumstances affecting the costs of the work and performance required.

C. PREPARATION OF BIDS

All bids must be provided on the proposal form. The proposal form may not be altered. The proposal amounts must be filled in by the bidder in ink or be typewritten. All bids must be submitted in sealed envelopes bearing the name and address of the bidder and the identification "SEALED BID - 2026-2028 SNOW REMOVAL/GROUNDS KEEPING - DO NOT OPEN" on the outside. The proposal form shall be contained in the bid envelope. All bids must be submitted on or before Monday November 23, 2026, at 12:00 p.m. in the Office of lvyland Borough.

The Borough of Ivyland reserves the right to reject any and all bids and to waive any informalities as may be permitted by law.

Bids shall be accompanied by a bid bond, or a bank check payable to the Borough in lieu of a bid bond, in the amount of $2,500.00 which shall serve as security for bidder's obligation to enter into a contract should the bidder be offered a contract.

D. SIGNATURE OF BIDDERS

The firm, corporation, or individual name of the bidder must be signed in ink in the space provided on the proposal form. In the case of a corporation, the title of the officer signing on behalf of such corporation must be stated and the seal of the corporation duly affixed. In the case of a partnership, the signature of at least one partner must follow the firm name.

E. WITHDRAWAL OF PROPOSAL

No proposal may be withdrawn, altered or otherwise modified within thirty (30) days after it has been duly deposited at the Office of the Borough.

F. ACCIDENTS AND DAMAGES

The successful bidder shall be responsible for any damages to any person or property from any cause whatsoever during the progress of the work, including injury to employees, and he shall indemnify and save harmless the Borough of Ivyland from all suits or actions of every character, name, or description for or on account of action by himself or his employees.

Within fourteen days of bid acceptance by the Borough, the successful bidder must furnish evidence of a comprehensive general liability policy with policy limits of at least $1,000,000 per occurrence/$2,000,000 aggregate to insure against any liability arising out of any of the successful bidder's activities under the contract, and evidence of Workers Compensation insurance if the bidder will be employing the services of additional person(s) to fulfill the requirements of the contract. Such insurance shall be maintained during the duration of the contract.

G. AWARD OF CONTRACT

Award of the contract, if made, will be made on or before thirty (30) days following the opening of bids to the lowest responsible bidder whose bid complies in all respects with the requirements stated herein.

The Borough Council reserves the right to reject any or all bids, if in the interest of the Borough, it deems it advisable to do so. The Borough Council also reserves the right to reject any bid where a bidder fails to furnish any pertinent information required or misstates or conceals any material fact. All bidders and any bid approval are subject to equipment inspection and the Borough reserves the right to reject the bidder and reopen bidding procedures if it deems the equipment to be inadequate or unsafe.

In reviewing and evaluating the individual hourly or operational quotations that comprise each bid, the Borough reserves the right to apply reasonable alternate projections with regard to the

number of hours for each operation that might be expected, and/or the number of times that each operation may be required during the course of the contract.

After the bids have been opened and studied, the Borough reserves the right to choose that bid which it believes meets the best interests of the Borough, provided such bid complies in all respects with the requirements set forth herein. Bidders with prior satisfactory municipal experience will be considered favorably over bidders without prior satisfactory municipal experience. The Borough of Ivyland invites bids from contractors for snow and ice removal services; or lawn care/groundskeeping/leaf removal services; or both; however, the Borough prefers to award both contracts to a single contractor.

[REMAINDER OF PAGE INTENTIONALLY LEFT BLANK]

GENERAL CONTRACT SPECIFICATIONS

1. Bidders are hereby advised that upon award of the contract, all items, conditions, provisions, and procedures set forth in the Advertisement for Bids, Instructions to Bidders, and Specifications shall be part of the contract.

2. The original term of the contract or contracts will begin on the date of the contract between the successful bidder and the Borough and end on November 14, 2028. The contract will provide for an option, exercisable by the Borough, for a single two-year renewal/extension. The renewal/extension option must be exercised in writing by the Borough not less than sixty days before the end of the contract term or the option will expire unless expiration is waived by the contractor. The contract is subject to termination by the Borough in the event that the successful bidder at any time fails to commence work or services within the period of times specified, fails to complete any work or services within a reasonable period of time after commencement, or fails to complete work or services in a workman like manner to the satisfaction of the Borough. Without limitation to the forgoing remedy, if the successful bidder fails to perform its duties to the satisfaction of the Borough, the Borough may employ third-parties to complete the work or services required and deduct the entire cost thereof from any sums of money then due or in the future due to the successful bidder.

3. The successful bidder shall defend, indemnify, and hold the Borough, its officials, employees, successors, and assigns harmless for and against any and all claims, damages, losses, liabilities, costs and expenses (including reasonable attorney's fees), whether to persons or property, arising out of or in connection with the contract and/or the actions or inactions of the successful bidder, its employees, agents, or assigned independent contractors, whether intentional, negligent, or reckless. The foregoing indemnity provision shall survive the termination of the contract and the completion of the work and services to be performed by successful bidder under the contract.

4. Bidders are instructed to perform their own examinations and site inspections of the locations to which the contract will apply. Where provided in the specifications, dimensions are the Borough's approximations only and should be verified by Bidders. Bidders understand that they should not rely on any oral statement or representation by the Borough or its employees and agents regarding the proposed contract and should rely exclusively on the written bidding documents.

5. The successful bidder shall provide the Borough with satisfactory certificates of insurance for comprehensive general liability and Workmen's Compensation insurance naming the Borough as an additional insured.

Minimum liability insurance shall be $1,000,000 per occurrence/$2,000,000 aggregate. Such insurance shall be maintained during the duration of the contract.

6. The successful bidder agrees to indemnify and hold harmless Ivyland Borough in connection with any claim arising out of the bidder's performance under the contract.

7. The successful bidder agrees that where applicable, personnel requiring a commercial driver ' s license will be properly licensed and will participate in any required drug and alcohol testing program.

The successful bidder will provide a $15,000.00 performance bond, or in lieu thereof, a bank cashier's check payable to Ivyland Borough for $15,000.00. The bond or check amount will be returned at the end of the contract period assuming satisfactory completion of the contract.

[REMAINDER OF PAGE INTENTIONALLY LEFT BLANK]

SNOW AND ICE REMOVAL
CONTRACT SPECIFICATIONS

1. "Snow and Ice Operations" includes snow plowing, snow and ice removal, snow shoveling, use of snow-blowing equipment, and spreading of road salt on streets or calcium chloride on sidewalks.

2. The contractor must have a proper and safe storage facility (storage shed, or storage lot in which case tarps must be provided by the contractor) within a reasonable distance of Ivyland Borough for the loading and storage of snow removal equipment and materials.

3. The contractor must be available twenty-four (24) hours per day and be in Ivyland Borough within one hour after notification. Failure to meet this requirement will result in liquidated damages being deducted from contractor's billings.

4. The contractor must have at least two trucks available equipped with snowplows and flashing yellow beacons. At least one of these vehicles shall be a minimum 25,000 to 33,000 lb. GVW dump truck with a minimum 10-foot snowplow. Pick-up trucks shall be four-wheel drive with a minimum GVW of 8,600 to 12,000 lbs. At least one vehicle must have a tailgate salt spreader with a minimum five-ton capacity. The spreader shall be capable of uniformly spreading salt with an adjustable spreading width between eight and fifteen feet and be operable at all times. Failure to meet this requirement will result in liquidated damages being deducted from the contractor's billings.

5. The contractor shall purchase and furnish road salt for salting streets, and calcium chloride for spreading on sidewalks and for mixing with road salt should conditions indicate that such mixing is advisable. The Borough reserves the right to purchase and furnish road salt for salting streets, and calcium chloride for spreading on sidewalks and for mixing with road salt.

6. All bid prices shall include the cost of a qualified and insured operator. The contractor shall provide the Borough with the names, Commercial Driver's License numbers, and insurance information for each driver who will be operating in the Borough before Snow and Ice Operations are begun. Such licenses and insurance shall be maintained during the duration of the contract.

7. Snow and Ice Operations shall begin upon notification to the contractor by the Ivyland Borough Streets and Walks Committee Chairman, the Borough Council President, the Mayor, the Chief of Police (or Officer-in Charge, as the case may be) or an on-duty Ivyland Borough police officer. All notification policies shall be controlled by and under the jurisdiction of the Ivyland Borough Streets and Walks Committee or by any other committee as the Borough Council may designate. The Borough reserves the right to determine, in consultation with the contractor, the type and scope of Snow Removal Activities that are to be provided for any snow or ice event. Except in the event of an emergency, the contractor shall not charge the Borough for any Snow and Ice Operations activity that has not been specifically authorized by a representative of the Borough.

8. Road salt shall be spread at a maximum rate of 300 lbs. per lane mile, unless otherwise directed by an authorized Borough official. Calcium chloride shall only be spread on sidewalks. If the air temperature falls to 18 degrees F. or below, the Borough may direct that calcium chloride be mixed with road salt for spreading on streets.

9. Streets and other areas for which services are intended under this contract: all public Borough streets, the Borough Hall parking lot, the Borough Hall access sidewalk and steps, the Ivyland Fire Company driveway apron and parking lot, the sidewalks adjacent to and within the Veterans Memorial Park, the Gazebo/Open Space a/k/a Ivyland Village Square, the sidewalks adjacent to the playground in Ivyland Village, the sidewalks and walkways adjacent to and within the Ivyland Community Park which is located along Jacksonville Road, between Eddowes Drive and Kirk Road, and the portion of the sidewalk in Ivyland Village adjacent to the stormwater detention basin. In addition, the Borough intersections with Jacksonville Road and with Bristol Road are to be kept clear by the bidder. Other areas may be included at the specific direction of an authorized Borough official.

10. The contractor shall contact the Ivyland Borough Streets and Walks Committee, Borough Council President, or Chief of Police should any problems arise.

11. The contractor will be responsible for damage to property such as curbs, mailboxes, light posts, street and traffic signs, trees, etc. that occurs in carrying out its responsibilities under the contract.

12. Liquidated damages for delay in commencing Snow and Ice Operations shall be calculated at the rate of $375 per hour for each hour that the contractor is

late in commencing activities , up to a maximum of 24 hours. In the event that the Contractor is more than 12 hours late in commencing activities, the Borough will be free, at its option, to contract for alternate Snow and Ice Operations with another provider but delay damages shall continue to accrue for the 24-hour maximum.

[REMAINDER OF PAGE INTENTIONALLY LEFT BLANK]

GROUNDSKEEPING

CONTRACT SPECIFICATIONS

1. Locations for which grass cutting and leaf removal are to be provided:
    a. Four-foot strip along Park at Jacksonville Road Ivy Glenn Preservation Park (approximately 200 linear feet).
    b. Ivy Glenn Preservation Park: To be mowed every other week allowing for a four-foot strip of embankment to remain un-mowed (approximately .25 acre).
    c. SW Corner of Pennsylvania and Wilson Avenues (approximately .26 Acres).
    d. SE Corner of Pennsylvania and Wilson Ave, Playground through Borough Hall (approximately 4.3 Acres).
    e. NE Side of Eddowes Dr.
    f. SE Side of Eddowes Dr., Playground Area (approximately .93 Acres).
    g. Ivyland Village Square, Gazebo Area (approximately 1.3 Acres).
    h. Basin Area off Kirk Road. Do not mow or trim reeds and cat tails (approximately 1.1 Acres).
    i. Ivyland Community Park along Jacksonville Road between Eddowes Drive and Kirk Road (approximately 2.6 acres).
    j. Veterans Memorial Park at the corner of Pennsylvania Avenue and Wilson Avenue (approximately 0.27 acres).

2. Grass is to be cut to an average height of 3 to 4 inches.

3. Grass is to be cut as needed, but not more often than one time per week, and not less often than one time every two weeks beginning on April 15 until October 30 of each year, approximately 26 cuts.

4. Grass cutting services shall include trimming around buildings , trees, shrubs, monuments , light fixtures , sidewalks, curbs etc.

5. Weed, Feed and insect treatment (one):
    a. Locations c, d, e, f, g, and i above (price per application).
    b. Location his top perimeter only. Do not treat embankment or basin bottom. These areas are considered to be part of the headwaters of the Neshaminy Creek.

6. Flower Beds and Mulch:
    a. Plant Annuals, Maintain/fertilize as required and mulch the Memorial inside Veterans Memorial Park.
    b. Plant Annuals, Maintain/fertilize as required and mulch the two beds on the Ivyland Village Square. Mulch, feed and groom trees as required.

c. Maintain and Mulch/fertilize as required trees on SE and NE side of Eddowes Drive entrance.
d. Maintain and Mulch/fertilize as required cherry trees along Pennsylvania Avenue.
e. Maintain, Mulch/fertilize as required and plant annuals in beds around Borough Office Building and in front of Borough Hall meeting facility, and in Veterans Memorial Park.
f. Weed Feed and insect treatment:

7. Leaf removal for public areas shall occur on one occasion not later than December 1 of each season. The contractor shall provide advance notice to the Borough of the days that it will perform leaf removal. Leaf removal shall include raking, vacuuming, or blowing leaves on the ground, bagging or vacuuming collected leaves, removing them from the property, and proper disposal. Locations lc, ld, le, lf, lg, lh, and li.

8. Aerate and overseed annually, with first aeration and overseeding not later than September 30, 2027, and then during September of each following year during the contract term or extension, unless an alternate time is directed by the Borough. This operation is for the Ivyland Commons Park, Ivyland Community Park along Jacksonville Road between Eddowes Drive and Kirk Road, SE corner of Pennsylvania and Wilson Avenues only.

9. Pruning of all tree and shrubs located on Borough property to prevent or eliminate tree branches from obstructing public roads and sidewalks in accordance with the following specifications:
    a. For streets - minimum height clearance 10 feet; minimum clearance to street edge 1 foot.
    b. For street corners, to maintain minimum traffic visibility - in addition to the foregoing, any trees and shrubs on Borough property should be maintained so that they do not obstruct a plane 2 feet above curb level and a plane 7 feet above curb level so as to allow for unobstructed traffic visibility across the corner within that part of a required front or side yard that is within a triangle bounded by the street lot line and a straight line drawn between points on each such lot line 25 feet from the intersection of said lot lines or extension thereof.
    c. For sidewalks - minimum height clearance 8 feet; minimum clearance to edge of sidewalk 1 foot.
    d. Removal and disposal of all trimmings and debris resulting from such pruning or trimming.

CONTRACT

SNOW AND ICE REMOVAL OPERATIONS, LAWN CARE, LEAF REMOVAL, AND GROUNDSKEEPING CONTRACT BETWEEN IVYLAND BOROUGH, BUCKS COUNTY, PENNSYLVANIA AND

_____

This document is a contract or agreement between Ivyland Borough, Bucks County, Pennsylvania ("Ivyland") and _____ ("Contractor") which is intended to formalize and confirm Ivyland's acceptance of Contractor's proposal to provide snow removal and ice removal operations, lawn care, leaf removal, and groundskeeping services to Ivyland Borough beginning on _____, 2026.

1. Incorporation of documents. The following documents are incorporated into this contract ("Incorporated Documents"):

    a. Ivyland Borough Instructions to Bidders, General Contract Specifications, Snow and Ice Removal Contract Specifications, and Groundkeeping Contract Specifications, a copy of which are attached hereto as Attachment A.

    b. Proposal form dated _____ completed by and submitted by Contractor, a copy of which is attached hereto as Attachment B.

    c. Ivyland Borough Advertisement for Bids for Snow and Ice Removal Operations, Lawn Care, Leaf Removal, and Groundskeeping, a copy of which is attached hereto as Attachment C.

2. Attached documents constitute a contract. Ivyland and Contractor agree that the attached documents form the basis of an agreement or contract between them under which Contractor agrees to provide, and Ivyland agrees to pay for snow and ice removal operations, lawn care, leaf removal, and groundskeeping services as specified in the attached documents.

3. Contractor not responsible for certain damage to mailboxes. Ivyland and Contractor agree that, notwithstanding any other provision in the attached documents to the contrary, Contractor shall not be responsible for damage or injury to any private mail box caused by snow and/or ice that may be pushed into or rolled on to any such mailbox where there has been no direct contact between the mailbox and Contractor's equipment.

4. Assignment. Contractor may not assign any part of this contract to anyother person or entity except upon the prior written consent and approval of Ivyland.

5. Termination and Other Remedies. The contract is subject to termination by the Borough in the event that the Contractor at any time fails to commence work or services within the period of times specified in the contract or Incorporated Documents, fails to complete any work or services within a reasonable period of time after commencement, or fails to complete work or services in a workman like manner to the satisfaction of the Borough. Without limitation to the forgoing remedy, if Contractor fails to perform its duties to the satisfaction of the Borough, the Borough may employ third-parties to complete the work or services required and deduct the entire cost thereof from any sums of money then due or in the future due to the Contractor.

6. Indemnity. Contractor shall defend, indemnify, and hold the Borough, its officials, employees, successors, and assigns harmless for and against any and all claims, damages, losses, liabilities, costs and expenses (including reasonable attorney's fees), whether to persons or property, arising out of or in connection with this contract, the Incorporated Documents, and/or the actions or inactions of the Contractor, its officials, employees, agents, or assigned independent contractors, whether intentional, negligent, or reckless. The foregoing indemnity provision shall survive the termination of this contract and the completion of the work and services to be performed by the Contractor under the Incorporated Documents.

7. Entire agreement. This Agreement constitutes the entire agreement among the parties hereto, and there are no agreements, understandings, restrictions, warranties, or representations among the parties other than those set forth herein or herein provided for.

8. Governing law. It is the intention of the parties that the laws of Pennsylvania should govern the validity of this Agreement, the construction of its terms, and the interpretation of the rights and duties of the parties.

9. Amendments. Any amendments or modifications of this Contract must be made in writing and must be signed by both parties to become effective.

10. Date of this Contract. The date of this Contract is _____, 2026.

Borough of Ivyland

_____

By: _____
President of Borough Council

By: _____

Attest: _____
Borough Secretary

Attest: _____

[REMAINDER OF PAGE INTENTIONALLY LEFT BLANK]

PROPOSAL FORM

To: Ivyland Borough Council: Date: _____

Proposal of: _____
Name

_____
Address

_____

_____
Telephone

For: Snow and Ice Operations as described in the Contract Specifications:

All bidders must provide Ivyland Borough with the following information:

1. List your equipment and personnel available for Snow and Ice Operations.

Truck #1

_____

Truck #2

_____

Truck #3

_____

Other trucks:

_____

_____

Loader(s) or Backhoe(s)

_____

_____

_____

Snow blower

_____

_____

2. Describe experience in providing similar services. If you have provided services to a municipal government, plead provide information including the dates during which you provided the service. If you have not provided these services to a municipal government, please give specific information about your experience in providing snow removal services.

3. Professional references for snow and ice operations (provide name, address, and telephone number)

1.

2.

3.

Original contract term: For Snow and Ice Operations for the period from the date of the contract between the successful bidder and the Borough to November 14, 2028, in accordance with the specifications and including all necessary personnel, supplies and materials:

For Truck #1 $_____ per hour for snow plowing.

For Truck #2 $_____ per hour for snow plowing.

For Truck #3 $_____ per hour for snow plowing.

For salt spreading $_____ per hour.

For salt $_____ per ton.

For calcium chloride spreading $_____ per hour.

For calcium chloride $_____ per ton.

For loader $_____ per hour.

For backhoe $_____ per hour.

For snowblower $_____ per hour.

For worker with snow shovel $_____ per hour.

For other equipment:

_____ $ _____ per hour

_____ $ _____ per hour

_____ $ _____ per hour

Renewal/extension term (at the Borough's option): For Snow and Ice Operations for the period from **November 15, 2028 to November 14, 2030,** if the Borough exercises renewal/extension option, in accordance with the specifications and including all necessary personnel, supplies and materials:

For Truck #1 $_____ per hour for snow plowing.

For Truck #2 $_____ per hour for snow plowing.

For Truck #3 $_____ per hour for snow plowing.

For salt spreading $_____ per hour.

For salt $_____ per ton.

For calcium chloride spreading $_____ per hour.

For calcium chloride $_____ per ton.

For loader $_____ per hour.

For backhoe $_____ per hour.

For snowblower $_____ per hour.

For worker with snow shovel $_____ per hour.

For other equipment:

_____ $ _____ per hour

_____ $ _____ per hour

_____ $ _____ per hour

For: grass cutting/trimming, gardening, and leaf removal as described in the Groundskeeping Contract Specifications.

All bidders must provide Ivyland Borough with the following information:

1. List your equipment and personnel available for grass cutting/trimming and for leaf removal:

2. Describe experience in providing similar services. If you have provided services to a municipal government, please provide information including the dates during which you provided the service. If you have not provided these services to a municipal government, please give specific information about your experience in providing grass cutting/trimming and leaf removal services.

3. Professional references for grass cutting/trimming and leaf removal (provide name, address, and telephone number)

1. _____

_____

_____

_____

2. _____

_____

_____

_____

3. _____

_____

_____

_____

[REMAINDER OF PAGE INTENTIONALLY LEFT BLANK]

Original contract term: For grass cutting/trimming, lawn maintenance, planting, mulching, leaf removal, etc. for the period from the date of the contract between the successful bidder and the Borough to **November 14, 2028,** in accordance with the specifications and including all necessary personnel, supplies and materials:

Grass cutting and trimming as set forth in contract specifications 1-4:

$_____ per cut of all specified areas

Weed, feed, and insect control application as set forth in contract specifications 5:

$_____ per application for all specified areas.

Planting, mulching, fertilizing, maintenance as set forth in Contract specifications Section 6:

$_____ per season for all specified areas.

Leaf removal as set forth in contract specifications 7:

$_____ per removal for all specified areas.

Aerating and overseeding as set forth in contact specification 8:

$_____ per aeration and overseeding operation.

Tree trimming and pruning operations as set forth in contract specification 9:

$_____ fixed amount during each contract year for all specified area

[REMAINDER OF PAGE INTENTIONALLY LEFT BLANK]

Renewal/extension term (at the Borough's option): For grass cutting/trimming, lawn maintenance, planting, mulching, leaf removal, etc. for the period from **November 15, 2028 to November 14, 2030,** if the Borough exercises renewal/extension option, in accordance with the specifications and including all necessary personnel, supplies and materials:

Grass cutting and trimming as set forth in contract specifications 1-4:

$_____ per cut of all specified areas

Weed, feed, and insect control application as set forth in contract specifications 5:

$_____ per application for all specified areas.

Planting, mulching, fertilizing, maintenance as set forth in Contract specifications Section 6:

$_____ per season for all specified areas.

Leaf removal as set forth in contract specifications 7:

$_____ per removal for all specified areas.

Aerating and overseeding as set forth in contact specification 8:

$_____ per aeration and overseeding operation.

Tree trimming and pruning operations as set forth in contract specification 9:

$_____ fixed amount during each contract year
for all specified area

Please use the space provided below to furnish Ivyland Borough with any additional information or comments concerning your proposal.

Bidder Comments_____

_____

_____

_____

_____

_____

_____

_____

_____

If awarded the contract, the undersigned agrees to furnish and deliver the required proof of insurance to the Borough within fourteen (14) days after bid acceptance and prior to the signing of the contract. The undersigned certifies that the undersigned bidder is the only person(s) interested in the proposal as principal(s) and that it is made without collusion with any person, firm, or corporation.

SIGNATURES

When bidder is an individual: _____
signature

_____
printed name

When bidder is a partnership: _____
name of partnership

By:

_____

_____

When bidder is a corporation: _____
or LLC name of corporation or LLC

By: _____

(Corporate seal) Title: _____

ATTEST:

_____
Corporate secretary